

Richmond-Burton Community High School District #157
4213 US Highway 12
Richmond, IL 60071
815-678-4242

APPLICATION FOR EMPLOYMENT

Please Type or Print

Date _____

I. PERSONAL DATA

Name _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip Code)

Present Telephone # _____ Permanent Telephone # _____ E-mail _____

Permanent Address _____
(Street) (City) (State) (Zip Code)

II. POSITION DESIRED

Full-Time Teaching _____ Administration _____ Substitute Teaching _____ Coaching _____ Other (List) _____

First Choice _____ Second Choice _____
Subject/Assignment Area Subject/Assignment Area

III. EDUCATION AND PROFESSIONAL TRAINING

Name of Institution	Location	Dates Attended	Major/Minor	Degree And Date	Semester Credit Hours Earned*

*Convert quarter hours into semester hours by multiplying the quarter hours by 2/3

List any scholarships, honors, or other distinctions you have received _____

List any collegiate or professional organizations in which you held/currently hold membership and any offices held _____

IV. CERTIFICATION/ENDORSEMENTS

Are you eligible for or do you hold Illinois certification for the position to which you are applying? _____ If yes, list type, _____
number, _____, **IEIN Number (located above name on certificate)** _____ and date issued or
expected _____

Certificate Level: _____Initial _____Standard _____Master

List all subjects for which you are endorsed to teach _____

_____ (over)

V. EMPLOYMENT STATUS

Are you currently employed? _____ Where? _____

Do we have permission to contact your present employer or supervisor? _____ Yes _____ No

VI. WORK EXPERIENCE IN EDUCATION

List all positions held, starting with most recent. Include student teaching experience. Add additional sheet if necessary.

Dates From/ To	School & Location	Position Subject/Grade Taught	Annual Salary (last year)	Name of Principal/Supervisor & Telephone #	Reason for Leaving

VII. OTHER REFERENCES

Name	Position	Address & Telephone	For Office Use Only

VIII. BACKGROUND DATA

Have you ever been convicted of a criminal offense other than a minor traffic violation? _____ If yes, explain and include dates _____

Have you ever been terminated or had your contract not renewed? _____ If so, why? _____

IX. AFFIRMATION

I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge; and, I hereby grant permission to authorized personnel in the district the right to examine my records for the purpose of hiring. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application, or discharge if I have been employed.

Signature

Date

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